



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

Business Name:	Certification Number:
Name of Individual Completing this Form:	County:

### Section A. Harvest and Transportation of Organic Crops

[NOS 205.103, 205.270, 205.272]

1. Does your company provide harvest containers to farms for organic products? ☐ Yes ☐ No
- 1a. If “Yes,” what types of containers are provided? ☐ Wood ☐ Plastic ☐ Other (specify):
- 1b. If “Yes,” check all that apply regarding the harvest containers:
- ☐ Only new or those that have not been in contact with any prohibited substances are used for organic crops.
  - ☐ Containers were used for nonorganic products in the past, have been cleaned and are now dedicated to organic crops only.
  - ☐ Containers are used for both nonorganic and organic crops and are cleaned prior to each organic use.
  - ☐ Containers are used for both nonorganic and organic crops and are lined prior to each organic use.
- 1c. If “Yes,” describe how you ensure proper use of harvest container procedures (clean out, lining in place, etc.) and list the records maintained to verify procedures were implemented.
- 1d. If “Yes,” describe how farmers and your staff distinguish organic harvest containers from any nonorganic containers that you may also provide?

**Tip!** The use or reuse of any bin, box, or container that was exposed to prohibited materials in the past is prohibited, unless the container has been thoroughly cleaned and no longer poses a risk of contamination. Records must be available at inspection that demonstrates there is not a risk of contamination from the reuse of a container that was previously drenched, fumigated, or otherwise exposed to prohibited organic materials.

2. Does your company arrange for, or is your company responsible for, the harvest of organic crops? ☐ Yes ☐ No
- 2a. If “Yes,” how do you ensure there are no non-organic crop residues in harvest equipment?
- ☐ Equipment used for organic crops only
  - ☐ Equipment is cleaned prior to organic crop harvest or use
- 2b. If “Yes,” what type of cleaning documentation is maintained?
- ☐ Clean truck/equipment affidavits
  - ☐ Clean out records
  - ☐ Other (specify):



### ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

3. Does your company arrange for, or is your company responsible for, the transportation of organic crops? ☐ Yes ☐ No

3a. If “Yes,” how do you ensure there are no non-organic crop residues in transport equipment?

☐ Equipment used for organic crops only

☐ Equipment is cleaned prior to organic crop harvest or use

3b. What type of cleaning documentation is maintained?

☐ Clean truck/equipment affidavits

☐ Clean out records

☐ Other (specify):

**Tip!** Organic crops must be protected from contamination and the risk of commingling during harvest and transportation. Records related to the harvest and transportation of crops which you are responsible for must be available for review during your annual announced inspection.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section B. Receiving – Incoming Organic Products and Ingredients

[NOS 205.103, 205.270, 205.272]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

1. How are organic crops, products, and ingredients received at your facility? Check all that apply.

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Burlap bags  | <input type="checkbox"/> Bins             | <input type="checkbox"/> Wholesale boxes |
| <input type="checkbox"/> Bulk trailer | <input type="checkbox"/> Totes            | <input type="checkbox"/> Retail packages |
| <input type="checkbox"/> Drums        | <input type="checkbox"/> Other (specify): |  |

2. What receiving/shipping documents accompany incoming organic products? Check all that apply.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Organic certificate     | <input type="checkbox"/> Clean truck / equipment affidavits | <input type="checkbox"/> Certificates of analysis |
| <input type="checkbox"/> Transaction certificate | <input type="checkbox"/> Invoice                            | <input type="checkbox"/> Contracts                |
| <input type="checkbox"/> Bill of lading          | <input type="checkbox"/> Purchase order                     | <input type="checkbox"/> Other (specify):         |
| <input type="checkbox"/> Field ticket            | <input type="checkbox"/> Scale ticket                       |   |

3. How are organic crops, products and ingredients distinguished from non-organic products on receiving documents?

4. Is an internal lot code assigned at the time of receipt of organic crops or products?

☐ Yes ☐ No

4a. If "Yes," describe the lot code system.

5. Describe how your company ensures incoming organic crops, products, and ingredients are protected from contamination of prohibited substances and commingling with non-organic products.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

6. Are incoming organic products or ingredients stored before processing or packaging? ☐ Yes ☐ No

6a. If “Yes,” complete the table below with the details regarding storage of incoming products and ingredients.

Incoming organic product or ingredient	Location and name of storage area	Type and capacity of storage	Is area dedicated to organic products only?
<i>Apples</i>	<i>Room 1, 2, 6</i>	<i>Controlled Atmosphere, 1000 bins</i>	<i>yes</i>
1.			
2.			
3.			
4.			
5.			



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section C. Cleaning, Sanitation

[NOS 205.103, 205.270, 205.272]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

**Tip!** The National Organic Standards require that handling practices and procedures present no contamination risk to organic products. Procedures used to clean equipment and ensure no contamination of organic and non-organic products on shared equipment must be documented.

1. Check all cleaning methods used on food contact surfaces prior to handling organic products.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Sweeping       | <input type="checkbox"/> Soap and water       | <input type="checkbox"/> Steam cleaning   |
| <input type="checkbox"/> Scraping       | <input type="checkbox"/> Manual washing       | <input type="checkbox"/> Sanitizing       |
| <input type="checkbox"/> Vacuuming      | <input type="checkbox"/> Clean in place       | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Compressed air | <input type="checkbox"/> Purging of equipment |   |

**Tip!** All cleaning or sanitation materials must be included on your non-organic substance spreadsheet. Materials may be added or removed at any point in the year by contacting the Olympia office.

2. Describe what intervening steps you take to ensure no residues from cleansers or sanitizers remain on equipment. These steps may include, but are not limited to, use of non-residual materials, potable water rinses, evaporation, or residue testing.

3. Describe the type of documents maintained to document that cleaning procedures are implemented.

**Tip!** All equipment and food contact surface cleaning must be documented and records available at inspection. If materials are used at your facility that are known to leave residues even after a potable water rinse (e.g. quaternary ammonium), you must take additional steps to prevent contamination of organic products and have documentation of your preventative steps available during inspections.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section D. Packing

[NOS 205.103, 205.270, 205.272]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

**Tip!** The National Organic Standards require operations to take measures to prevent the commingling of organic and nonorganic products. The standards also require certified operations to maintain records that can trace back to the receipt of ingredients. All processing and packing records must be available for inspection.

1. Please indicate what production records are maintained by your company.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Equipment clean-out logs    | <input type="checkbox"/> Ingredient Usage Reports | <input type="checkbox"/> Shrinkage log                      |
| <input type="checkbox"/> Product specification sheet | <input type="checkbox"/> Production log           | <input type="checkbox"/> Ingredient inventory reports       |
| <input type="checkbox"/> Ingredient inspection forms | <input type="checkbox"/> Shift production log     | <input type="checkbox"/> Finished product inventory reports |
| <input type="checkbox"/> Batch recipes               | <input type="checkbox"/> QC reports               | <input type="checkbox"/> Packaging reports                  |
| <input type="checkbox"/> Packaging log               | <input type="checkbox"/> Waste log                | <input type="checkbox"/> Other (please specify):            |

2. How are products identified as “organic” on production documents?

3. Are your packing or handling lines and/or equipment dedicated for use with organic products only? ☐ Yes ☐ No

3a. If “No,” please describe how you ensure organic products are not contaminated with prohibited materials or commingled with non-organic products during packing and/or handling.

4. How are partial pallets/boxes/drums of organic products handled and how does your company ensure they are protected from commingling with non-organic products during packing or handling?



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

5. Are organic products stored before shipping? ☐ Yes ☐ No

5a. If “Yes,” complete the table below with the details regarding storage of handled and packed products.

Final organic product	Location and name of storage area	Type and capacity of storage	Is area dedicated to organic products only?
<i>Pre-sized apples</i>	<i>Cold Storage Room #1</i>	<i>Cold Storage 1000 bins</i>	<i>yes</i>

6. Is equipment purged with organic product prior to handling ☐ Yes ☐ No

6a. If “Yes,” complete the following table:

Equipment	Capacity of Equipment	Quantity of Purge	Where does the purged product go?	Name of document purge is recorded on.
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section E. Post Harvest Materials

[NOS 205.105, 205.272, 205.601, 205.605]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

**Tip!** A post harvest material is a substance that is used on a raw organic crop prior to packaging or processing of the crop. These direct food contact materials include sanitizers, floatation agents, waxes, and sprouting inhibitors. In order to use a direct contact material with an organic crop, the material must be an approved natural product or must be listed in the National Organic Standards (National List § 205.601, 205.605, 205.606).

1. Please indicate what type(s) of post harvest materials are used at your facility. Check all that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> NONE - <b>Go to Next Section</b> | <input type="checkbox"/> Anti-Microbial Agents | <input type="checkbox"/> Anti-foaming agents     |
| <input type="checkbox"/> Waxes                            | <input type="checkbox"/> Anti-Fungal Agents    | <input type="checkbox"/> Sanitizers              |
| <input type="checkbox"/> Floatation Agents                | <input type="checkbox"/> Sprouting Inhibitors  | <input type="checkbox"/> Other (please specify): |

2. Does your operation use a material prohibited for direct contact with organic products on any Non-Organic products that are handled on or with shared equipment? ☐ Yes ☐ No

2a. If "Yes," describe how you ensure prohibited materials do not contaminate organic products.

**Tip!** Any post harvest materials used in the course of organic handling must be included on your non-organic substance spreadsheet. Materials may be added or removed at any point in the year by contacting the Olympia office.





## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section F. Water

[NOS 205.103, 205.272, 205.601, 205.605]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

1. How is water used at your facility?

☐ NOT USED - **Go to Next Section**

☐ Ingredient

☐ Heating

☐ Product transport (Fruit Floating)

☐ Cleaning organic products

☐ Cooling

☐ Cleaning equipment

☐ Other: (please specify)

2. Source of water: ☐ Municipal ☐ On-site well ☐ Other (please specify):

3. Does the water meet the Safe Drinking Water Act?

☐ Yes

☐ No

4. Is water treated on-site?

☐ Yes

☐ No

4a. If "Yes," please indicate what water treatment processes are used.

5. Describe how you monitor water quality.

6. Is chlorine, calcium hypochlorite, chlorine dioxide, or sodium hypochlorite used in wash water or flume water at your facility?

☐ Yes

☐ No

6a. If "Yes," how often do you monitor the chlorine level of the final rinse water, the point at which the water last contacts the organic product, to ensure that it is at or below the maximum chlorine residual limit under the Safe Water Drinking Act (4ppm as Cl<sub>2</sub> or 0.8ppm as ClO<sub>2</sub>)?

☐ Each Run

☐ Daily

☐ Weekly

☐ Monthly

☐ Other (please specify):

7. Please describe how you document the results of your monitoring or testing.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

8. Are boiler water additives used in your handling facility? ☐ Yes ☐ No
- 8a. If “Yes,” does the treated water have direct contact with organic food products? ☐ Yes ☐ No

**Tip!** Any materials that come into contact with organic products, or equipment used to handle organic products must be included on your Non-Organic Substance Spreadsheet.

9. If boiler water additives are used during organic processing, describe how you prevent prohibited volatile boiler additives from contaminating organic ingredients or products.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section G. Packaging, Storage Containers, and Shipping Containers

[NOS 205.270, 205.272]

**Tip!** Packaging materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants. Reusable bags or containers that have been in contact with any prohibited substance in the past must be thoroughly cleaned before use. Procedures used to maintain the organic integrity of products must be documented.

1. What type(s) of packaging materials or storage/shipping containers do you use? Check all that apply.

- |                                    |                                      |   |
|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Paper     | <input type="checkbox"/> Foil        | <input type="checkbox"/> Poly             |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Waxed paper | <input type="checkbox"/> Aseptic          |
| <input type="checkbox"/> Wood      | <input type="checkbox"/> Glass       | <input type="checkbox"/> Natural fiber    |
| <input type="checkbox"/> Plastic   | <input type="checkbox"/> Metal       | <input type="checkbox"/> Other (specify): |

2. Are all packaging materials and/or storage and shipping containers food grade? ☐ Yes ☐ No

3. Have any packaging and/or storage and shipping containers been exposed to synthetic fungicides, preservatives, or fumigants? ☐ Yes ☐ No

4. Are packaging materials and/or storage and shipping containers reused? ☐ Yes ☐ No

4a. If "Yes," describe how organic products is protected from contamination when placed in the reused container.

5. Describe how you identify packages or containers as organic.

6. Is all organic packaging and labeling equipment cleared prior to subsequent non-organic runs? ☐ Yes ☐ No ☐ N/A



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

7. Complete the table below with the details regarding storage of all packaging materials and containers.

Packing material	Location and name of storage area	Is area dedicated to organic packaging only?
<i>Poly bags</i>	<i>Storage room off of handling room</i>	<i>yes</i>
<i>Labels</i>	<i>Supply Closet B</i>	<i>no</i>



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section H. Shipping – Outgoing Organic Products

[NOS 205.103, 205.270, 205.272]

1. How do organic products leave your facility? Please check all that apply.

<input type="checkbox"/> Bins	<input type="checkbox"/> Bulk bags	<input type="checkbox"/> Wholesale boxes
<input type="checkbox"/> Bulk trailer	<input type="checkbox"/> Totes	<input type="checkbox"/> Retail packages
	<input type="checkbox"/> Drums	<input type="checkbox"/> Other (please specify):
2. Please indicate what shipping or sales documents are maintained by your company. Please check all that apply.

<input type="checkbox"/> Pallet / tote ticket	<input type="checkbox"/> Clean truck affidavit	<input type="checkbox"/> Contracts
<input type="checkbox"/> Bill of lading	<input type="checkbox"/> Purchase order	<input type="checkbox"/> Certificates of analysis
<input type="checkbox"/> Sales invoice	<input type="checkbox"/> Scale ticket	<input type="checkbox"/> Other (please specify):
3. Do all documents clearly identify products as organic? ☐ Yes ☐ No
4. Does your company arrange outgoing product transport? ☐ Yes ☐ No
  - 4a. If "No," **Go To Next Section**
  - 4b. If "Yes," have transport companies been notified of organic handling requirements? ☐ Yes ☐ No
5. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?

<input type="checkbox"/> Not Applicable, only packaged products are shipped	<input type="checkbox"/> Clean out records
<input type="checkbox"/> Clean truck / equipment affidavits	<input type="checkbox"/> Other (please specify)
6. Are organic products shipped in the same transport units as non-organic products? ☐ Yes ☐ No
  - 6a. If "Yes," please indicate what steps are taken to segregate organic products.

<input type="checkbox"/> Use of separate pallets	<input type="checkbox"/> Separate area in transport unit
<input type="checkbox"/> Organic product shrink wrapped	<input type="checkbox"/> Organic product sealed in impermeable containers
	<input type="checkbox"/> Other (please specify)



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section I. Pest Management

[NOS 205.271]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

**Tip!** National Organic Standards outline a step approach to pest control. Certified facilities must implement pest management that focuses on good sanitation and preventative practices before use of a pest control material. Environmental factors, mechanical, or physical controls that use non-synthetic substances may also be used. If preventative measures are not effective, a synthetic substance not on the National List may be used, provided the Olympia office approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic System Plan.

1. What type of pest management system does your facility use?

☐ In-house. Name of responsible person:

☐ Contract pest control service. Business name, address, phone number:

**Tip!** You must notify all outside pest control services that you handle organic products. A pest control plan suitable for organic production must be in place and records must be made available by your pest control service regarding all activities.

2. Check all pest problems at your facility:

☐ No pest problems

☐ Flying insects

☐ Birds

☐ Crawling insects

☐ Rodents

☐ Other (specify):

3. Describe your system for monitoring pest populations, including frequency and monitoring documentation maintained.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### 4. Check all pest management practices used at your facility:

#### Preventative:

- ☐ Good sanitation and clean up
- ☐ Removal of exterior habitat/food sources
- ☐ Clean up spilled product
- ☐ Sealed doors and/or windows
- ☐ Physical barriers
- ☐ Screened windows/vents
- ☐ Monitoring
- ☐ Incoming ingredient inspections
- ☐ Other (specify):

#### Mechanical:

- ☐ Mechanical traps
- ☐ Ultrasound/light devices
- ☐ Release of beneficials
- ☐ Sticky traps
- ☐ Electrocutors
- ☐ Freezing treatments
- ☐ Heat treatments
- ☐ Other (specify):

#### Pest Control Materials – On National List

- ☐ Pheromone traps
- ☐ Vitamin baits
- ☐ Diatomaceous earth
- ☐ Pyrethrum
- ☐ Boric acid

#### Pest Control Materials – Not on National List

- ☐ Crack and crevice spray\*
- ☐ Exterior Bait Station\*
- ☐ Fumigation\*
- ☐ Fogging\*
- ☐ Other (specify):

**Tip!** You must implement preventative pest control practices before the use of an input material. Records about all practices must be available during your inspection.

The use, frequency, and method of application of synthetic substances must be approved by the Olympia office.

5. If you noted use of any pest control materials that are not on the National List, explain why this material must be used and include details about why preventative and allowed methods are not proving effective. ☐ None Used

**Tip!** Any materials used for pest control must be included on your non-organic substance spreadsheet. Materials may be added or removed at any point in the year by contacting the Olympia office.

6. Explain how organic products and packaging are protected from exposure to the above prohibited materials.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section J. Quality Assurance and Recordkeeping

[NOP 205.103, 205.270, 205.272]

**Tip!** National Organic Standards require a complete recordkeeping system regarding the handling of organic products. Records must be adapted to the particular operation, must fully disclose all activities and transactions in sufficient detail to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance with Organic Standards.

1. Do you have standard operating procedures for organic handling? If “Yes,” please attach a copy. ☐ Yes ☐ No
2. Do you have a Quality Assurance program in place? ☐ Yes ☐ No  
2a. If “Yes,” please indicate what type of program.  
☐ ISO ☐ HACCP ☐ Total Quality Management ☐ Other (please specify)
3. Are any outside quality assessment services used (e.g. GlobalGap, AIB)? ☐ Yes ☐ No  
3a. If “Yes,” please list the name of the company.
4. Does your company conduct product testing? ☐ Yes ☐ No  
4a. If “Yes,” please list the types of quality or residue testing conducted.
5. Are ingredient samples retained? ☐ Yes ☐ No
6. Are finished product samples retained? ☐ Yes ☐ No
7. Do you have a recall system in place? ☐ Yes ☐ No
8. Does your company conduct internal audits? ☐ Yes ☐ No
9. Can your record keeping system track the finished product back to all suppliers? ☐ Yes ☐ No
10. Can your record keeping system balance organic products in and organic products out? ☐ Yes ☐ No
11. Describe your system for maintaining records related to organic products. (Include details on where, how, and how long records are maintained.)





## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

**Tip!** You must have a current verification that demonstrates all incoming organic crops, products, and ingredients were certified by a USDA Accredited Certification Agency. Organic certification documents must:

- ✓ Be issued by a USDA accredited agency,
- ✓ Reference the National Organic Standard
- ✓ List the organic product,
- ✓ Be available during each inspection.

12. Describe how you verify that suppliers of ingredients, products, or services have current organic certification.

13. Indicate how often you perform this verification:

☐ With each shipment      ☐ Monthly      ☐ Annually      ☐ Quarterly      ☐ Other:

**Tip!** An audit of your production and financial records will be conducted during your annual inspection. All records related to the processing and handling of organic products must be made available for review and copy if necessary. In addition, please ensure staff involved in maintaining records are also available during all announced inspections.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section K. Product Flow and Equipment List

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

1. Attach a schematic product flow chart to illustrate the flow of products at your facility. This chart must:
  - ✓ Show the movement of organic products, from incoming/receiving through processing, packing, and storage to outgoing/shipping.
  - ✓ Indicate at what step ingredients and processing aids are added.
  - ✓ Identify all equipment related to organic.
  - ✓ Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify non-organic products storage as well.

☐ Flow chart attached.
2. Sketch the floor plan for your operation. Include the following:
  - ✓ Show the movement of all organic products, from incoming/receiving through production to outgoing/shipping.
  - ✓ Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify non-organic products storage as well.
  - ✓ Identify all equipment in the equipment inventory by number.

☐ Floor plan attached                      ☐ Floor plan included as part of the flowchart
3. List all equipment that is used for processing and handling organic products.

Equipment Name	Location and Purpose	Shared with Nonorganic Handling	Is equipment cleaned? If Yes, provide details in Section E	Is this equipment purged? If yes, provide detail in Section E
<i>Peeler</i>	<i>Room 1, peeling</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section L. Storage

[NOS 205.270, 205.272]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

1. Does your company store organic products at this facility? ☐ Yes ☐ No

1a. If “Yes,” please provide details on your storage areas by completing the following table.

Use	Does your company utilize this type of storage?	Is Storage Area Dedicated Organic?	Is Off-Site Storage Used?	List storage records maintained if applicable
Incoming Raw Product Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Ingredient Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Packaging Material Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No			
In-process Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Finished Product Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other (Please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No			

2. Are organic products stored in Controlled Atmosphere (C.A.)? ☐ Yes ☐ No

2a. If “Yes,” are the organic C.A. rooms on a separate air supply from rooms that contain treated fruit? ☐ Yes ☐ No

3. Describe how you ensure organic products are not contaminated with prohibited materials or commingled with non-organic products during storage. Please include details on both incoming product storage and finished product storage.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section M. Product Composition and Ingredient Verification

☐ Not Applicable – Organic products are only handled and not processed

**Tip!** National Organic Standards requires certified operations to have a system in place to verify compliance of all incoming organic crops, products, ingredients, and direct contact substances. Records regarding all inputs must be available for review at an inspection.

1. Does your operation use non-organic ingredients or processing aids ☐ Yes ☐ No

1a. If “No”, **Go To Next Section**

2. Describe how you will verify that all non-organic processing aids or ingredients have not been produced with genetically modified organisms (GMOs) or sewage sludge, that they have not been irradiated, and that they meet the requirements of any additional annotations as appropriate.

2a. Indicate how often you will perform this verification.

☐ With each shipment

☐ Annually

☐ Monthly

☐ Other:

☐ Quarterly

**Tip!** National Organic Standards identify a specific list of nonorganic agricultural ingredients that may be used in products labeled as organic if they are not commercially available in an organic form. Prior to the use of these materials a thorough search for organic forms must occur. This search must be documented and available for review.

3. Describe your system for documenting searches for organic ingredients or processing aids prior to use of a nonorganic version of those listed on the National List.

3a. Indicate how often you will perform this verification.

☐ With each shipment

☐ Annually

☐ Monthly

☐ Other:

☐ Quarterly



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

4. Describe how you verify that salt added to your products does not contain prohibited flow or anti-caking agents

☐ Not Applicable. **Go To Next Section**

4a. Indicate how often you will perform this verification.

☐ With each shipment

☐ Monthly

☐ Quarterly

☐ Annually

☐ Other:

**Tip!** Use of a nonorganic processing aid or ingredient will result in restrictions on how the product can be labeled.

Only those non-organic ingredients or processing aids that are specifically listed as allowed within the National Organic Standards (Section 205.605 and 205.606) are allowed for products labeled “organic.”

Please refer to the Product Composition and Labeling section of the WSDA Guide to Organic Certification or contact our office with questions prior to the use of any nonorganic ingredient or processing aid.



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

### Section N. International Trade

[NOS 205.103, 205.300, 205.272]

☐ Not Applicable – No organic products or ingredients will be sourced from or exported to other countries

### Imports

1. Do you currently, or do you plan to, import organic products or ingredients from other countries? ☐ Yes ☐ No

1a. If **No**, skip to the next subsection—*Exports*

2. Which countries will you import organic ingredients and/or products from?

☐ Canada

☐ South Korea

☐ India

☐ Mexico

☐ Japan

☐ Israel

☐ European Union

☐ Switzerland

☐ New Zealand

☐ Other (please specify):

3. Which organic standard(s) are the imported organic ingredients and/or products certified to?

☐ USDA NOP 7 CFR Part 205

☐ Canadian Organic Regime (COR) CAN/CGSB

☐ Council Regulation (EC) No. 834/2007

☐ Other (please specify):

4. What types of documentation do you maintain for each imported shipment? Check all that apply.

☐ NOP Import Certificate

☐ Phytosanitary Certificate

☐ Invoice

☐ Transaction Certificate

☐ Bill of lading

☐ Certificate of analysis

☐ Other (please specify):

5. Do your records track all activities and transactions related to imported products back to the control of another certified operation? ☐ Yes ☐ No

6. Describe how you verify imported organic products and/or ingredients were not treated with prohibited substances or irradiated during transport/entry to the United States.

### Exports

7. Do you currently, or plan to, export organic products and/or ingredients to other countries? ☐ Yes ☐ No

7a. If **No**, skip the rest of this section



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

8. Which foreign markets do you intend to export organic ingredients and/or products to?

- |  |                                      |                                 |
|--|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Canada                  | <input type="checkbox"/> South Korea | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> European Union          | <input type="checkbox"/> Japan       |                                 |
| <input type="checkbox"/> Other (please specify): |                                      |                                 |

**Tip!** Organic products must be labeled in accordance with the destination market requirements. All organic products you intend to export must be included on your Export Product List so they may be reviewed for compliance with export requirements.

Review the **WSDA Organic Program Guide to International Markets (AGR 4010)** for information on additional requirements for organic products. This helpful guide and instructions for requesting organic export certificates can be found on our website at: <https://agr.wa.gov/departments/organic/resources/international>

9. How do you ensure that exported products or ingredients meet any additional requirements of the destination country or trade agreement?

*Include details about how you identify export eligible products, what practices you use to prevent commingling of eligible and non-eligible organic products, and what records you maintain to demonstrate compliance and adequately track export eligible products while under your control.*

☐ Not Applicable - Destination market accepts USDA organic certification without additional requirements.

9a. Describe your process to ensure that draft **labels** are submitted to WSDA Organic Program for review and approval with the destination market(s) prior to use.

10. What types of documentation accompany each organic export shipment? Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> EU Certificate of Inspection          | <input type="checkbox"/> Certificate of analysis   |
| <input type="checkbox"/> USDA TM-11 Export Certificate         | <input type="checkbox"/> Bill of lading            |
| <input type="checkbox"/> NAQS Import Certificate (South Korea) | <input type="checkbox"/> Invoice                   |
| <input type="checkbox"/> Canadian Equivalency Affirmation      | <input type="checkbox"/> Phytosanitary Certificate |
| <input type="checkbox"/> Canadian Self-Attestation Statement   |  |
| <input type="checkbox"/> Other (please specify):               |  |